

MOHAMED ERWA IDREES SAEED

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CAREER OBJECTIVES

Seeking a challenging career and suitable position in the field of accounting in a reputable establishment, preferably in a multinational organization, where there is a room for potential self-development and growth.

PERSONAL DATA

Marital Status: Married

Nationality: Sudanese

Date of birth: June 1th, 1986

Military Status: Cleaned

EDUCATION

University: Sudan University of Sciences & Technology

Degree: B.Sc. of Commerce 2011

Major: Accounting & Finance

LANGUAGES

Arabic: Mother Tongue

English: Very Good

WORK EXPERIENCE

Company: Global Sourcing & Supply

Position: cost accounting team leader

Duration: March 2019- till now

Main responsibilities:

- Monitor and control day to day inventories' movements and stocks levels to ensure healthy stocks ready to cover production needs.

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- Lead investigations in special cases related to inventory like spoilage cases and recommend process improvement as well as accounting adjustment entries.
- Develop inventory analysis reports, investigate the variance and recommend and adjustments.
- Recommend and lead the improvement in internal controls related to inventory.
- Lead the stocktaking process whether monthly, quarterly or annually and prepare inventory adjustments journal entries.
- Assist production department in understanding product costs and potential cost reduction opportunities.
- Prepare timely and accurate reports of costing, inventory and variance analysis.
- Review and control the purchase order according to the policies and procedures of our company.

Company: CTC Farms agricultural & animal investment Co Ltd.

Position: Senior Accountant

Duration: Dec 2015- till Feb 2019

Main responsibilities:

- Analyze and monitor total products' cost and track any changes.
- Monitor and post estimated landed cost in the ERP System and update the inventory cost with the actual landed cost.
- Assist production department in understanding product costs and potential cost reduction opportunities by reviewing the actual results with the production team in order to achieve the down top budget control.
- Support development of production budget by issuing monthly report.
- Acts as a liaison between the company and external auditors and regulatory authorities.
- Managing the monthly journal entries as well as the month end closing process.
- Supervise the warehouse management and ensure that the requirements of ISO are met.

Company: El walief International for multi activities Co Ltd

Position: Senior Accountant

Duration: May 2015 till Dec 2015

Main responsibilities:

- Managed the accounting movements and records entries
- Monitor receivables and payment status to ensure efficient cash flow.
- Preparation of Salary Tax, Withholding Tax Payable.
- Ensuring that all payments meet the company policies and procedures.

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- Preparing the bank reconciliation for all bank accounts ☐
- Issuing checks and ensuring the mathematical accuracy of all payments.
- Reviewing and controlling Employees Travel expenses.
- Allocating all payments to its proper accounts. ☐
- The company's delegate to undertake all bank and financial transactions including credits, running accounts management, checks, monthly balance adjustments and reconciliation among all accounts in both local and foreign currencies
- Ensuring that all payments meet the company policies and procedures.

Company: Hexa Pharma pharmaceutical company

Position: Accountant

Duration: Dec 2013 till April 2015

Main responsibilities:

- Arrange company's financial transactions.
- Managing the accounting movements and recording entries.
- Addressed company's key suppliers
- Ran all taxes authorities in all related transactions
- Implemented financial analysis & reports
- Dealing with Bank Details, had the authorization to deal & finish up banking settlement transaction.
- Issuing checks and ensuring the mathematical accuracy of all payments.
- Assist senior accountants in the preparation of monthly & yearly closing.

Company: The British educational institutions

Position: Accountant

Duration: March 2012 till Jan 2013

Main responsibilities:

- Reconcile various bank accounts by compiling and balancing financial information.
- Corrects accounting errors and posts journal entry adjustments
- Assist with reviewing of expenses, payroll records etc. as assigned

Company: Nero for Mineral Water

Position: Accountant

Duration: Nov 2009 till Oct 2011

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Main responsibilities:

- Update accounts payable and perform reconciliations.
- Post and process journal entries to ensure all business transactions are recorded.
- Updating accounts receivable and issue invoices.

SKILLS

- Microsoft office: word, Excel, Outlook
- Accounting program for finance account
- Teamwork skills
- Decision-making skills
- Communication skills
- Analytical skills
- Team worker and a self-motivated personality.

TRAINING COURSES:

- Certified financial consultant (CFC) from Institute of financial consultants 2014
- Diploma in Accounting Electronics. (QuickBooks + Peach tree + Advanced Excel).
- Training course on SMACC accounting system.
- Diploma in Computer Applications Microsoft Office (Excel-Word-Power point -Access).
- Strategic planning and Budgeting.
- English language course.
- Advanced Excel Course.

References Furnished Upon Request